

Submitted: Draft
Jurisdiction: City of Frederick
Agency: Police Department
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 125
MSA ID: SE55-2238

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Timesheets	M167	Fiscal / 8	January - December 2007	6 cu ft.	10/31/2011	Shred
2	Purchase Orders	M167	Fiscal Affairs / 43	2007	4 cu ft.	10/31/2011	Shred
3	Court notices	M167	Special Operations/ Patrol / Chief - 27	2007	4 cu ft.	10/31/2011	Shred
4	Expungements	M167	Police / Support Services - 69 - 69	2007	4 cu ft.	10/31/2011	shred
5	Miles inquiry, III Log/ Miles Message Logs	M167	Police / Support Services - 47	2004 - 2005	0.15 cu ft.	10/31/2011	shred
6	Daily Bulletin	M167	Police / Support Services - 42	2007	0.25 cu ft.	10/31/2011	shred
7	No Trespass letters	M167	Police / Support Services - 20	1996 - 2006	0.25 cu ft.	10/31/2011	shred
8	Transmittals	M167	Police / Support Services - 30	2006	0.15 cu ft.	10/31/2011	shred
9	Statistics	M167	Police / Support Services - 39	2005 - 2006	0.25 cu ft.	10/31/2011	shred

Destruction Certification

Dana Kelly

Signature

Supervisor of Records and Agency Accreditation

Title

10/31/2011

Date

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10	Outgoing Court Log	M167	Police / Support Services - 44	2006	0.25 cu ft.	10/31/2011	shred
11	Warrant Removal Log	M167	Police / Support Services - 32	2003	0.15 cu ft.	10/31/2011	shred
12	Diseemination log - Criminal Records Checks	M	Police / Support Services - 18	2006	0.2 cu ft.	10/31/2011	shred
13	Log Book - emergency signal activation log	M167	Police / Support Services - 56	2001 - 2005	0.25 cu ft.	10/31/2011	shred
14	Motor Vehicle Citations	M167	Police / Support Services - 25	2006	0.1 cu ft.	10/31/2011	shred

Destruction Certification

<u>Dana Kelly</u>	<u>Supervisor of Records and Agency Accreditation</u>	<u>10/31/2011</u>
Signature	Title	Date